

**Missouri Department of Elementary and Secondary Education
American Recovery and Reinvestment Act (ARRA) – Reporting**

**ARRA WEB REPORTING FORM
Frequently Asked Questions**

Q1: Is it permissible to change the job information from last quarter if there has been a change?

Yes, if any information has changed from last quarter, please make the change. However, it is critical that you review the jobs created / retained definition and discuss the change with the appropriate Department of Elementary and Secondary Education (DESE) program area. Also, see question Q6.

For the purposes of this reporting, a job created is a new position created and filled or an existing unfilled position that is filled as a result of ARRA funding. A job retained is an existing position that is now funded by ARRA funding. Estimate the number of jobs (full-time equivalent/FTE) that were funded in the quarter by ARRA. When an employee is hired for a definite term (such as a teacher) with a plan to pay a portion of the wages/salaries over that term with ARRA funds and a portion with other funds, calculate the jobs FTE based on the portion of the definite term salary funded by ARRA. Continue to report that portion each quarter of that definite term. Only compensated employment in the United States or outlying areas should be counted.

The federal guidance on estimating jobs is available at:

http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-08.pdf.

Pages 20-21 offer education examples for employees hired for a definite term.

Also, see the “Job Reporting Scenarios” link on this U.S. Department of Education website:

<http://www2.ed.gov/policy/gen/leg/recovery/section-1512.html>

Q2: What is the logic for the reporting period labels?

The quarter refers to the calendar year quarter. Quarter 3 2009 (Q3), the period from July – September 2009 was the first reporting period. Subsequent quarters:

- Quarter 4 2009 (Q4), October – December 2009
- Quarter 1 2010, January – March 2010
- Quarter 2 2010, April – June 2010
- Quarter 3 2010, July – September 2010
- Quarter 4 2010, October – December 2010

Q3: Where do we find the +4 on a zip code?

Go to the following website: <http://zip4.usps.com/zip4/welcome.jsp>

Q4: Why does the funding not show the total funding for the quarter?

The initial funding amount displayed when the reporting cycle opens is the cumulative amount of payments as of the opening of the reporting cycle. Once payments are made the last month of the quarter, the amounts will be updated with an accumulated amount of all payments made by DESE to the LEA through the reporting period.

Q5: What does “Monies Disbursed To Date” mean?

This is an aggregation of all ARRA monies paid by DESE to the LEAs to date. It is a running total and for each quarter end will reflect the money paid in that quarter in addition to the monies paid in previous quarters. The amount may change after the reporting cycle is initially opened if additional monies were disbursed after the cycle was opened. This “view” only field is populated by DESE at the end of the quarter.

Q6: How do we report FTE for the district?

Instructions for Quarter 4, 2009 and subsequent quarters

On December 18, 2009, the federal Office of Management and Budget (OMB) issued revised guidance for calculating jobs created/retained. This guidance specifies that only jobs paid with ARRA funds are to be counted as created/retained.

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Instructions for Quarter 3, 2009 (July 1, 2009 through September 30, 2009)

Reported by grant and expressed as estimated FTE of number of jobs created or retained with ARRA funds. For the purposes of this reporting, a job created is a new position created and filled or an existing unfilled position that is filled as a result of ARRA funding. A job retained is an existing position that would not have been continued to be filled were it not for ARRA

funding. A job may be counted regardless of whether the employee filling the position is paid for with ARRA funds, as long as the job would not have been created or retained in the absence of the ARRA funding (i.e., ARRA funds are either being used to pay the employee or the availability of ARRA funds for other purposes is freeing up funds that are being used to pay the employee). Only compensated employment in the United States or outlying areas should be counted.

Q7: What is infrastructure? How do we know if we have infrastructure expenditures?

Infrastructure Definition – For the purposes of this federal Section 1512 reporting, the U. S. Department of Education has defined an infrastructure investment as follows:

An infrastructure investment is financial support for a physical asset or structure needed for the operation of a larger enterprise. Therefore, infrastructure investments include support for tangible assets or structures such as roads, public buildings (including schools), mass transit systems, water and sewage systems, communication and utility systems and other assets or structures that provide a reliable flow of products and services essential to the defense and economic security of the United States, the smooth functioning of government at all levels, and society as a whole.

Infrastructure expenditures with IDEA funds required prior approval by DESE. The LEA is likely to use Basic Formula-Stabilization Funds for staff salaries. Infrastructure expenditures with Stabilization Funds required prior approval by DESE.

If the LEA intends to use ARRA funds for infrastructure investments, the chief executive of the LEA shall certify that the infrastructure investment has received the full review and vetting required by law and that the chief executive accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars.

Q8: Where did DESE get the information displayed in this report?

The payment data came from payments made to the LEAs by DESE. The jobs information came from data entered by the LEA.

Q9: Why are both tables reporting the same information?

The data from the previous quarter were copied forward so that, if there are no changes, the only action the LEA needs to take is to click the “LEA assures data have been reviewed and are correct” box and then SAVE. This eliminates re-entering data the LEA previously entered.

Q10: Since my information is already entered, why do I have to fill out this web form?

If the information is already entered and correct, the only step needed is to click the “LEA assures data have been reviewed and are correct” box and then SAVE. This ensures to DESE,

when speaking to state and federal auditors, that the LEA has indeed reviewed the data and agrees the data are correct.

Q11: What is a vendor?

Vendor means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Salaries and employee benefits for district employees are not considered payments to vendors.

Q12: What if we cannot get a tax ID number?

Enter all 9s in the field.

Q13: If we pay individuals, do we use the social security number instead of the tax ID?

Yes, the social security number could be entered unless there is a confidentiality issue that could result in legal action. The social security number is not required. Another option is to enter all 9s. See question Q12.

Q14: What is the time period for reporting vendor data?

Report vendor payment data for vendor payments made during the reporting quarter.

Q15: Am I to include payments to vendors that will be paid with our last payment of the quarter even though we have not received that money prior to the reporting date for this form?

Payments to vendors that will definitely be made by the end of the quarter should be included in the applicable quarterly report if they are known. Any payments that are not reported in the current quarter should be reported the following quarter.

Q16: How do I estimate jobs created/retained by a vendor?

The number of jobs created/retained (as well as the description) by a vendor should be provided to you by the vendor. The LEAs should not estimate this number. The vendors can use the same calculation method used by the LEAs in estimating their jobs created/retained. This guidance is available on the ARRA section of the DESE Home Page or from this federal guidance <http://www.ed.gov/policy/gen/leg/recovery/section-1512.html>,

Q17: What is the LEA assuring when we select the “LEA assures data have been reviewed and are correct”?

The assurance indicates that the LEA has reviewed the data and agrees the data reported are correct to the best of the LEA’s knowledge. This is an indication to DESE staff that the data to be submitted for federal reporting are accurate.

Q18: Why do I see some ARRA grants, but not others?

The grants displayed are the grants for which your district is eligible to receive ARRA monies.

Q19: Why do I have a save button on one grant, but not on another?

Because of the short deadline involved, and to save work for the LEAs, DESE used existing security and applied it to this system. Following is a list of who has access to which grant:

Title I, Title I.D-LEA, Title I School Improvement (a), Title II.D, Homeless, Special Education Part B – If you have Submit authority in the ePeGS system for the grant in question, you will have SAVE authority on this page.

ECSE-ARRA – If you have Submit authority on the ECSE system, you will have SAVE authority on this page.

Basic Formula Stabilization Fund – If you have Submit authority on the ASBR system, you will have SAVE authority on this page. You must have School Finance Authorized Representative role on this item.

School Food Services - If you have Submit authority on the School Food Services system, you will have SAVE authority on this page.

Q20: How do I, as Superintendent, get access to all programs my LEA is eligible to receive?

The User Manager at your LEA would give you “authorized representative authority” on the programs listed below OR on the Web Application Login Request Form, the following boxes would need to be marked with a 3 and sent into DESE just as you normally would for security access.

ARRA-Homeless; NCLB Consolidated Grants; Special Education Part B (under ePeGS)
Special Education Early Childhood (under Special Education)
School Foods Services (under Administrative and Financial Services)
Annual Sec of the Board Report (under Administrative and Financial Services)

Q21: Where do I report where employees are paid?

The FTE for employees whose jobs were created or retained are reported in the “jobs” box associated with the grant in question. No individual information about the employee is reported.

Q22: Are stipends the LEA pays employees reported in the vendor area?

No. The vendor area is not to include any employee payments or employee information.